

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Administration Committee Minutes

March 3, 2005

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:10 a.m.

Committee Members Present:

Mayor Jim Aldinger	City of Manhattan Beach
Mayor William Alexander	City of Rancho Cucamonga
Mayor Harry Baldwin	City of San Gabriel
Councilmember Mike Dispenza	City of Palmdale
Mayor Richard Dixon	City of Lake Forest
Councilmember Lee Ann Garcia	City of Grand Terrace
Councilmember Paul Nowatka	City of Cerritos
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Councilmember Ron Roberts	City of Temecula
Vice Mayor Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas
Councilmember Toni Young	City of Port Hueneme

Committee Members Absent:

Councilmember Paul Bowlen	City of Cerritos
Mayor Margaret Clark	City of Rosemead
Mayor Ron Loveridge	City of Riverside
Mayor Pro-Tem Keith McCarthy	City of Downey
Supervisor Judy Mikels	County of Ventura
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Deborah Robertson	City of Rialto
Mayor Bob Yousefian	City of Glendale

Staff Present:

Heather Copp	Chief Financial Officer
Charlie Wagner	Manager of Finance
Ed Paul	Internal Auditor

Others Present:

Zahi Faranesh
Catherine McMillan

SCAG
CVAG

2.0 PUBLIC COMMENT PERIOD

No public comments.

3.0 CONSENT CALENDAR

The Consent Calendar was APPROVED (Greg Pettis), SECONDED (Ron Roberts) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Approval of February 3, 2005 Minutes

3.1.2 Approval of Contracts

- Digital Mapping

Temporary Employment Services

- ACT 1 Personnel Services
- Microlink Enterprise, Inc.
- PMC
- Volt Services Group

3.2 Receive & File

3.2.1 Contracts & PO's between \$5,000-\$25,000

4.0 CFO STAFF REPORT

Comments provided under 6.1 Monthly Financial Report.

5.0 ACTION ITEMS

5.1. Adopt the 2005/2006 Comprehensive Budget, submittal of the OWP and ICAP Budgets to Caltrans, and submittal of the General Fund Budget to the General Assembly

Heather Copp reported that the goal was to consolidate all the budgets into one comprehensive document creating a user friendly document for the Regional Council members as well as the public and create the Overall Work Program summary document.

Heather Copp presented an overview of the document and provided a PowerPoint presentation.

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Regarding the proposed Regional Council travel stipends, Ron Roberts requested that the following amendment be made: "Calculate stipend amount utilizing \$2.50 per gallon of gas instead of \$2.00 per gallon and make adjustments to the mileage ranges.

Heather informed the group that the proposed travel policy will be brought back next month for their review.

Zahi Faranesh presented an overview of the Overall Work Program and informed the group that the OWP has been submitted to Caltrans in a timely manner.

This item was MOVED (Ron Roberts), SECONDED (Toni Young) and UNANIMOUSLY APPROVED with the requested amendment.

5.2 Cambridge Systematics, Inc.

Heather Copp reported that Attorney Pat Chen from Fulbright and Jaworski determined that the protester did not have a cause for protest and recommended SCAG proceed with the awarding of the contract. Heather Copp informed the group that SCAG is still waiting for the MOU to be signed for the match for the grant. Until the MOU is signed by all parties, SCAG can not fully execute the contract.

This item was MOVED (Toni Young), SECONDED (Harry Baldwin), and UNANIMOUSLY APPROVED.

5.3 Revisions to Budget Amendment #3

Heather Copp reported that SCAG and Caltrans have come to a mutual decision to charge itemized costs for staff to the OWP CPG line items, therefore the need to revise Budget Amendment #3. These changes have no affect on the OWP.

This item was MOVED (Toni Young), SECONDED (Harry Baldwin), and UNANIMOUSLY APPROVED.

6.0 INFORMATION ITEMS

6.1 Monthly Financial Report

Heather Copp reported that during this period, SCAG has not had to access its Line of Credit. The new Master Fund Transfer Agreement with Caltrans has been signed and allows SCAG additional flexibility in how we bill Caltrans and how quickly SCAG is reimbursed.

Heather Copp raised concern with the timeliness of the submission of subregional invoices. This issue will be on the next Audit/Best Practices Subcommittee agenda for discussion.

6.2 Update of Budget Amendment Status

Heather Copp reported that Budget Amendment #2 was submitted in September 2004. SCAG received approval on March 1, 2005 from Caltrans by e-mail. We will need to determine which projects we will be able to move forward with and complete within the next few months, and which will need to be carried over.

7.0 CFO STAFF REPORT

Sidney Tyler raised concern that an internal audit of the subregions has not been conducted.

Heather Copp replied that the internal auditor has been involved in another important matter but he will begin scheduling internal audits with the subregions within the next couple of months.

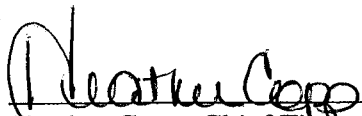
8.0 FUTURE AGENDA ITEMS

- Internal Audit of Subregions
- Estimate of carryover invoices
- Cycle of SCAG processes

9.0 ANNOUNCEMENTS

10.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 10:03 a.m.



Heather Copp, Chief Financial Officer
Staff to the Administration Committee